



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND US ARMY HAWAII
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APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter #1 - Equal Opportunity (EO) Program

1. References.

- a. Army Directive 2013-29, Command Climate Assessment, 23 December 2013
- b. AR 600-20, Army Command Policy, 6 November 2014
- c. USARPAC Equal Opportunity policy letter, 21 April 2014
- d. I CORPS Equal Opportunity policy letter, 18 March 2014
- e. TC 26-6 Commanders Equal Opportunity Handbook, 23 June 2008

2. Applicability. This policy applies to all Soldiers, Family members, and DOD Civilian employees.

3. Policy.

a. All Soldiers, Family members, and DOD employees deserve to live and work in an environment free of discrimination and unfair treatment, and in one that fosters treating each other with dignity and respect.

b. Equal Opportunity is a readiness issue. Specific training requirements include, but are not limited to the objectives of the Army EO Program; and identifying, preventing, and eliminating racial and ethnic discrimination, hazing and bullying. The following references may assist commanders in developing required training: DA Pam 350-20, Unit Equal Opportunity Training Guide, and TC 26-6, Commanders Equal Opportunity Handbook. Soldiers will receive equal opportunity training quarterly, hazing and bullying training annually as outlined in paragraphs 4-19, 6-15 AR 600-20.

c. All Company Commanders will conduct a Command Climate Survey (CCS) using the Defense Equal Opportunity Climate Survey (DEOCS) and additional assessment tools within 30 days of assuming command, 6 months later (NLT 7 months in command), 12 months later (NLT 13 months in command), and then annually thereafter.

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d. All Commanders above company level will conduct a CCS within 60 days of assuming command, 12 months later and annually thereafter if still in command. Commanders will provide feedback to their formation and an action plan to the next higher commander/supervisor within 30 days after close out of the CCS. Additionally, in order to enhance leader awareness, all brigade-sized units will conduct executive-level training annually.

e. The chain of command remains the primary channel for resolution of issues. In some instances, use of the chain of command may be impractical. In those rare cases, numerous other agencies can provide assistance on equal opportunity concerns. These include the Equal Opportunity Office, Equal Employment Office, the Inspector General, Staff Judge Advocate, Chaplain, and others outlined in AR 600-20.

f. I challenge all of you to make this program work. If you are subjected to discrimination, report it. If anyone feels his or her concerns are not receiving command attention, my door is always open.

g. Equal Opportunity Special/Ethnic Observances are conducted each year and are designed to enhance cross-culture awareness among all Soldiers, Family Members, and DOD Civilians. These activities are educational and training extensions of the Army's Equal Opportunity Program. The events and activities during special or ethnic observances are designed to recognize the contributions and achievements of members of the diverse racial and ethnic groups that make our society, our military and civilian community. The intention is to foster understanding, teamwork, harmony, pride and esprit among all groups, not just the honored group that is being observed. I am committed to promoting a climate within this command that enhances cohesiveness and mission accomplishment. I ask for your personal commitment.

4. Expiration Date. This memorandum supersedes USARHAW Policy Letter #1, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

5. Proponent. The 25th Infantry Division and USARHAW EO Office is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the 25th ID and USARHAW Equal Opportunity Office, 655-6718/0386/0053.



CHRISTOPHER G. CAVOLI
Major General, USA
Commanding